



August 7, 2012

MEMORANDUM FOR

State Directors
State Metrologists (including GIPSA/USDA, LA County)

From: Georgia L. Harris, Laboratory Metrology Program
Office of Weights and Measures

Subject: **Annual Submission for 2013 and 2013-2014 NIST Laboratory Recognition**

This memorandum is the annual solicitation request for WMD Laboratory Recognition according to NIST Handbook 143, Program Handbook. Items that are required are identified in Handbook 143, Table 1. A summarized version of required annual information and specific technical requests for this year is on the next page.

Deadlines/Reviews

In order to maintain or obtain NIST/WMD Recognition for your laboratory, materials need to be submitted each year between October 1 and November 15. The deadline is November 15. Items are reviewed in the order in which they are received. Materials that are not submitted on time, or that are submitted incomplete, may not be reviewed prior to the expiration of your current Recognition certificate. We will make no commitments of timely reviews for late submissions. Items that are significantly late may not be reviewed until the next review cycle.

Please mail with attention to (Federal Express and UPS or other couriers do not get to us any faster than Priority Mail because items are delivered to a different location at NIST and may require two to three days to deliver to our offices):

NIST Office of Weights and Measures

Attn: Georgia Harris

100 Bureau Drive, MS 2600

Bldg 222, Rm A 264

Gaithersburg, MD 20899

Submission Method and Content

Please submit all items electronically in any format *except* e-mail: CD and USB sticks are acceptable formats (please note if you want the USB stick back). We do *not* track items submitted by e-mail unless specifically requested during the review period.

Detailed descriptions of the information on the brief summary table shown on the next page can be found in NIST Handbook 143, Program Handbook, 2007 edition, (available on line: <http://www.nist.gov/labmetrology>, State Laboratory Program). Webinars will be held throughout the year to discuss requirements. The next scheduled webinars on the Annual Submission content are:

| Class | Course | Date |
|-------|------------------------------------------------------|------------|
| 5190 | Webinar - State Laboratory Annual Submission Process | 9/20/2012 |
| 5191 | Webinar - State Laboratory Annual Submission Process | 11/01/2012 |

You can register via our weights and measures database: <https://tsapps.nist.gov/WMD/>.

Please use good Document Control practices in all of your files and in file-naming conventions. For example, the laboratory name/abbreviation, page numbers, and file names should be in the footer of all files maintained in your laboratory. You can input the laboratory name (two-digit state codes) and date in all file names that you submit. E.g., "Appendix B-D.doc" could be "MD Appendix B-D 11.doc."

Summary Table for Annual Submissions

| Handbook 143 Section | Item | Certificate expires December 31, 2012 (or laboratory does not have a current certificate) | Certificate expires next year: December 31, 2013 |
|---------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Appendix B and D | Combined Appendix B-D, Application for Recognition | Yes | Yes |
| Appendix E | Uncertainties (matched to Appendix B-D Scope); Excel Versions | Yes | Yes |
| 4.15 | Management Review | Yes | Yes |
| 3.3.4, k 5.9 4.15 | Proficiency Testing Follow Up Forms | Yes | Yes |
| 3.5.1. | Previous non-conformities (review prior year review letters and internal audits) | If identified in previous audits and reviews | If identified in previous audits and reviews |
| Appendix C | ISO/IEC 17025 Assessment Form, include references and evidence | Yes | No |
| 4.2 4.14 | Quality Manual/Management System Manual (and Appendices) | Yes | If updated only |
| 4.2 4.14 | Administrative Procedures | Yes | If updated only |
| 4.14.1 | Technical Assessment | Yes | No |
| 5.4 | Laboratory Developed Calibration Procedures | New procedures only | New procedures only |
| Table 2 | Laboratory Auditing Program (LAP) Problems | If applicable | If applicable |
| 5.6 | Calibration Reports for Standards Calibrated by Other Laboratories | If applicable | If applicable |

NOTE 1: If you have any specific questions about content, please contact Georgia Harris or Elizabeth Gentry before October 1, 2012. You are welcome to sign up for one of the Annual Submission Webinars to review the content to be submitted this year. This is a FREE webinar for State laboratory staff only.

NOTE 2: If you received another individual memo or email from our office regarding this year's submission and certificates that expire in 2013, please follow those additional instructions unless you need an updated Scope and certificate.